



Town of Leesburg

EXPRESSION OF INTEREST REAL ESTATE

The purpose of this Expression of Interest is to compile a list of properties and Lessors who can provide approximately 3,000 to 5,000 square feet of leased office space built-out to tenant specifications, within approximately 2 blocks of Leesburg's Town Hall located at 25 W. Market St., Leesburg, VA. This space is expected to house one or more town operations.

Interested Lessors should submit the following information in writing to: Town of Leesburg, Chief Purchasing Officer, 25 W. Market St., Leesburg, VA 20176 not later than 5:00 P.M., March 31, 2005.

- Legal description of the property
- Location of property
- Total usable square feet of office space
- Vicinity map of the property, including the transportation network serving the site
- Site plan of the property showing the footprint of the building and available parking
- Identification of any physical constraints, the contiguous land uses and all utility and other improvements to the site
- Earliest lease commencement date
- Approximate rental rate, and what it includes, and or lease/purchase options
- Description of property management, operating hours, access
- Parking

Once all interested Lessors and properties are identified, the town may request more detailed information on any or all sites and may choose to begin negotiations with one or more Lessor.

Should you have any questions or need additional information, please contact Kathy Elgin, Chief Purchasing Officer at 703-737-7176 or kelgin@leesburgva.gov.

March 11, 2005